



## CONTINUOUS RECRUITMENT EXAMINATION OPEN TO THE PUBLIC BEHAVIORAL HEALTH COMMUNITY MONITOR

ANNUAL \$57,367  
SALARY: \$77,679

SALARY  
GROUP: HC 24

APPLICATION CLOSING  
DATE: SEE BELOW

EXAM  
NO: 050510CRJR

### SPECIAL APPLICATION AND EXAMINATION INSTRUCTIONS APPEAR BELOW (ANNOUNCED WITH DATE FOR 2014)

**PURPOSE OF CLASS:** In the Department of Mental Health and Addiction Services, this class is accountable for performing a full range of monitoring, inspection, evaluation and consultative services to mental health and substance abuse community services, facilities and programs.

### MINIMUM QUALIFICATIONS REQUIRED

IN ORDER TO BE CONSIDERED FOR THIS EXAMINATION, YOU MUST INDICATE ON YOUR APPLICATION THAT YOU HAVE THE FOLLOWING EXPERIENCE AND TRAINING BY THE CLOSING DATE:

**GENERAL EXPERIENCE:** Seven years of professional experience in mental health or substance abuse treatment programs, providing direct care and treatment to clients OR providing monitoring, inspection and consultative services to program and/or facility staff.

**SUBSTITUTIONS ALLOWED:** (1) College training may be substituted for the General Experience on the basis of fifteen semester hours equaling one half year of experience to a maximum of four years for a Bachelor's degree. (2) A Master's degree in nursing, social or behavioral science, public or human service administration or a related field may be substituted for one additional year of the General Experience. (3) Graduation from a psychiatric or substance abuse certification program may be substituted for one additional year of the General Experience.

**SPECIAL REQUIREMENTS:** (1) Incumbents in this class may be required to possess a current license as a registered nurse in Connecticut should that discipline be necessary to perform the job in the agency's judgment. (2) Incumbents in this class may be required to be certified in a substance abuse field. (3) Incumbents in this class may be required to be bilingual. (4) Incumbents in this class may be required to travel.

**KNOWLEDGE, SKILLS AND ABILITIES:** Considerable knowledge of causes, diagnosis, prognosis and treatment modalities associated with mental health, alcohol and drug addiction; considerable knowledge of trends of care and organization of services related to behavioral health and addiction programs and services; considerable knowledge of problems, procedures and processes of residential and community oriented health care programs and prevention oriented programs; considerable knowledge of medical, nursing and allied health care needed by clients in substance abuse and mental health programs; considerable knowledge of laws, regulations and guidelines pertaining to mental health and substance abuse programs; interpersonal skills; oral and written communication skills; ability to negotiate with staff at all levels; ability to conduct independent research; ability to analyze and interpret complex data and information relative to behavioral health care.

THE EXAMINATION WILL BE COMPOSED OF:	PART	WEIGHT
	EXPERIENCE AND TRAINING	100%

### APPLICATION/EXAMINATION PROCEDURE

**APPLICANTS MUST SUBMIT:** (1) Completed Application Form (CT-HR-12)  
(2) Supplemental Examination Materials (see instructions below)

In order to be considered for admittance into this examination, you must complete all parts of the examination application (CT-HR-12) detailing how you meet the minimum experience and training requirements stated above AND complete the required examination materials as detailed below. Applicants who do not submit the required application and supplemental examination materials by the closing date will not be admitted into the examination and will not have the right to appeal this decision. Resumes and/or vitas will not substitute for the required application form or for the required examination materials.

**EXAMINATION INSTRUCTIONS:** Section 1. For each job (maximum of three) which you feel has best prepared you for the job of Behavioral Health Community Monitor, include a 1-2 page (typed or printed) description detailing your duties and responsibilities. (Applicants serving provisionally or temporarily in the title of Behavioral Health Community Monitor cannot include this as one of the three jobs.) Each job description should begin on a separate page and begin with your job title, company name and location, dates of employment, and number of hours worked per week. This should be followed by a description of your duties and responsibilities organized and formatted around the numbered items that follow. (1) Experience monitoring, inspecting and/or evaluating mental health and substance abuse community services, facilities and/or programs. Detail your experience conducting on site monitoring and evaluation of behavioral health facilities and programs. Be specific as to the kinds of facilities and services, the size and nature of the programs involved and your exact role in these functions. Describe any experience inspecting these programs, services and facilities and the impact of these inspections. (2) Experience providing consultation and technical and/or clinical advice to mental health and/or substance abuse programs and/or facilities in clinical, programmatic, administrative and operational areas. Be specific as to whom you provided this consultation/advice, the nature and purpose of the contact. Also, detail any experience serving as liaison to the public and professionals working in these programs and services and the nature of the liaison activities involved. (3) Oral and Written Communication Experience. Describe your experience writing reports, correspondence and other materials including the nature of these materials, for whom they were prepared and the intended outcome. Detail your experience negotiating with others, making oral presentations and serving on task forces and/or committees. Be specific as to the nature of these activities, the purpose and the audiences reached. Section 2. On a separate page, include a list of degrees, certifications, licenses and courses that you have completed which have prepared you for the job. **Important Notes:** (1) Make certain both your application form and your examination materials are complete and separate documents not referencing the other, as your application form and examination materials will be separated during the scoring process. (2) Examination materials should be clearly marked as such and each page should contain the examination title, exam number and your social security number (do not include your name). (3) Do not include materials other than those requested above. (4) Your examination will only be scored if you meet the minimum experience and training requirements outlined above and your CT-HR-12 and examination materials are completed correctly and submitted together as a package. (5) Mail application/examination materials to DAS/Human Resources, Room 404, 165 Capitol Avenue, Hartford, CT. 06106-1658 (**Secure Fax #860-622-2840**). If faxing materials, keep a copy of your completed application/examination package and the fax transmittal receipt for your records. Make certain that your application form and examination materials are complete and transmitted correctly and without error. (6) Due to the large number of applications received, we cannot confirm receipt of applications. (7) **A separate application/examination package must be submitted for each examination you are applying for.** (8) Application/examination package must be date stamped by DAS/Human Resources or postmarked by **MAY 19, 2014 for the JULY 7, 2014 grading date.** Applicants must meet the experience and training requirements by the closing date for the exam administration they are applying for.

**FORMS:** Application forms (CT-HR-12) and exam announcements are available from the Department of Administrative Services (<http://das.ct.gov/employment>) or at any one of the Offices of the Connecticut State Job Centers.

April 24, 2014

### AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER

The State of Connecticut is an equal opportunity/affirmative action employer and strongly encourages the applications of women, minorities, persons with disabilities and military veterans.